

State of Vermont Internship Program

Information for Interns

The following information is meant to help students understand the purpose of the State of Vermont Internship Program, criteria for participation and the application process.

STATEMENT OF PURPOSE

The State of Vermont Internship Program facilitates the placement of interns throughout Vermont state government. Participating interns gain on-the-job training that integrates education, career development and public service, while agencies hosting interns benefit from the contributions of creative and innovative students. The State of Vermont Internship Program aims to cultivate a pool of diverse talent for potential positions that includes people of populations currently underrepresented in the State workforce. In so doing, the program makes a valuable contribution to the people of Vermont, today and in the future.

CRITERIA

To be considered for this program you must have the following:

- ☐ Full or part-time status at an institute of higher education; AND
- ☐ Good academic standing; AND
- ☐ Authorization to work in the United States

GUIDE TO COMPLETING THE INTERNSHIP APPLICATION

Applications that include the following materials will be accepted year round. Positions will remain open until filled.

- ☐ Completed Application Form
- ☐ Resume
- ☐ Copy of College/University Transcripts- unofficial transcript is acceptable
- ☐ Cover Letter- optional, but highly recommended

Please mail application materials, in one envelope, to the Internship Coordinator at:

*State of Vermont Internship Program
660 Elm Street
Montpelier, VT 05602*

If you have any questions or need assistance with this process please contact Toni Marie Pignatelli, Coordinator of the State of Vermont Internship Program, at (802) 241-1541 or toni.pignatelli@ccv.edu.

www.internships.vermont.gov